

December 16, 2016

REGULAR MEETING AGENDA
ILLINOIS CIVIL SERVICE COMMISSION
December 16, 2016

I. CALL TO ORDER THE REGULAR OPEN MEETING AT 11:00 A.M. AT 160 NORTH LASALLE STREET, SUITE S-901, CHICAGO, ILLINOIS

II. PRESENT

III. APPROVAL OF MINUTES OF REGULAR OPEN MEETING HELD NOVEMBER 18, 2016

WILL THE COMMISSION APPROVE THE MINUTES OF THE REGULAR OPEN MEETING HELD NOVEMBER 18, 2016?

IV. PUBLIC COMMENT IN ACCORDANCE WITH THE OPEN MEETINGS ACT

MEMBERS OF THE PUBLIC ARE OFFERED AN OPPORTUNITY TO ADDRESS MEMBERS OF THE COMMISSION IN ACCORDANCE WITH THE OPEN MEETINGS ACT AND RULES OF THE CIVIL SERVICE COMMISSION.



V. EXEMPTIONS UNDER SECTION 4d(3) OF THE PERSONNEL CODE

A. Report on Exempt Positions from Central Management Services

<u>Agency</u>	<u>Total Employees</u>	<u>Number of Exempt Positions</u>
Aging.....	141.....	19
Agriculture	324.....	20
Arts Council	8.....	1
Capitol Development Board	42.....	0
Central Management Services	1,369.....	110
Children and Family Services.....	2,594.....	54
Civil Service Commission.....	4.....	0
Commerce & Economic Opportunity.....	282.....	70
Commerce Commission	57.....	0
Corrections	11,713.....	104
Criminal Justice Authority.....	52.....	7
Deaf and Hard of Hearing Comm.....	5.....	1
Developmental Disabilities Council	7.....	1
Emergency Management Agency.....	68.....	7
Employment Security	1,133.....	31
Environmental Protection Agency.....	689.....	18
Financial & Professional Regulation	411.....	49
Gaming Board	171.....	6
Guardianship and Advocacy	97.....	8
Healthcare and Family Services	1,943.....	27
Historic Preservation Agency.....	133.....	17
Human Rights Commission.....	14.....	2
Human Rights Department	122.....	10
Human Services.....	13,036.....	80
Illinois Torture Inquiry Relief Commission	3.....	1
Independent Tax Tribunal	1.....	0
Innovation and Technology	14.....	12
Insurance	236.....	16
Investment Board	3.....	2
Juvenile Justice.....	1,061.....	28
Labor	80.....	11
Labor Relations Board Educational.....	9.....	3
Labor Relations Board State.....	14.....	2
Law Enforcement Training & Standards Bd.	21.....	2
Lottery	143.....	9
Military Affairs.....	131.....	3
Natural Resources.....	1,113.....	32
Pollution Control Board	19.....	2
Prisoner Review Board.....	21.....	1
Property Tax Appeal Board.....	33.....	1
Public Health.....	1,088.....	40
Racing Board.....	2.....	1
Revenue.....	1,493.....	52
State Fire Marshal	117.....	12
State Police.....	1,002.....	10
State Police Merit Board	7.....	2
State Retirement Systems	104.....	3
Transportation	2,172.....	0
Veterans' Affairs	1,317.....	11
Workers' Compensation Commission.....	128.....	11
TOTALS.....	44,747.....	909



B. Governing Rule – Section 1.142 Jurisdiction B Exemptions

- a) The Civil Service Commission shall exercise its judgment when determining whether a position qualifies for exemption from Jurisdiction B under Section 4d(3) of the Personnel Code. The Commission will consider any or all of the following factors inherent in the position and any other factors deemed relevant to the request for exemption:
 - 1) The amount and scope of principal policy making authority;
 - 2) The amount and scope of principal policy administering authority;
 - 3) The amount of independent authority to represent the agency, board or commission to individuals, legislators, organizations or other agencies relative to programmatic responsibilities;
 - 4) The capability to bind the agency, board or commission to a course of action;
 - 5) The nature of the program for which the position has principal policy responsibility;
 - 6) The placement of the position on the organizational chart of the agency, board or commission;
 - 7) The mission, size and geographical scope of the organizational entity or program within the agency, board or commission to which the position is allocated or detailed.
- b) The Commission may, upon its own action after 30 days notice to the Director of Central Management Services or upon the recommendation of the Director of the Department of Central Management Services, rescind the exemption of any position that no longer meets the requirements for exemption set forth in subsection (a). However, rescission of an exemption shall be approved after the Commission has determined that an adequate level of managerial control exists in exempt status that will insure responsive and accountable administrative control of the programs of the agency, board or commission.
- c) For all positions currently exempt by action of the Commission, the Director of Central Management Services shall inform the Commission promptly in writing of all changes in essential functions, reporting structure, working title, work location, position title, position number or specialized knowledge, skills, abilities, licensure or certification.
- d) Prior to granting an exemption from Jurisdiction B under Section 4d(3) of the Personnel Code, the Commission will notify the incumbent of the position, if any, of its proposed action. The incumbent may appear at the Commission meeting at which action is to be taken and present objections to the exemption request.

(Source: Amended at 34 Ill. Reg. 3485, effective March 3, 2010)

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C. Illinois Department of Lottery – proposed exemption (continued from the October 2016 and November 2016 meetings)

Position Number	40070-45-00-200-00-01
Functional Title	Chief Transition Officer (exemption granted for 24 months in September 2014)
Incumbent	Vacant
Supervisor	Director
Location	Cook County

CMS Recommendation: “This positions does meet the responsibility and reporting criteria of the Commission Rules and I recommend continuance of the 4d(3) exemption.”

D. Illinois Dept. of Commerce and Economic Opportunity – proposed exemption (continued from the November 2016 meeting)

Position Number	40070-42-60-000-00-01
Functional Title	Dep. Dir., Office of Minority Economic Empowerment (OMEE)
Incumbent	Vacant
Supervisor	Director
Location	Cook County

CMS Recommendation: “This position does meet the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

E. Illinois Department of Revenue – proposed exemption

Position Number	40070-25-00-000-20-01
Functional Title	Chief Disclosure Officer
Incumbent	Vacant
Supervisor	Assistant Director who reports to the Director
Location	Sangamon county

CMS Recommendation: “This position does meet the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”



F1. Illinois Department of Corrections – proposed exemption

Position Number	40070-29-88-202-00-01
Functional Title	Assistant Warden of Life Skills Re-Entry Community Program- Logan Correctional Center
Incumbent	Vacant
Supervisor	Warden who reports to the Southern Deputy Director who reports to the Chief of Operations, who reports to the Public Safety Officer who reports to the Director
Location	Logan County

F2. Illinois Department of Corrections – proposed exemption

Position Number	40070-29-88-203-00-01
Functional Title	Assistant Warden of Program Impact-Logan Correctional Center
Incumbent	Vacant
Supervisor	Warden who reports to the Southern Deputy Director who reports to the Chief of Operations, who reports to the Public Safety Officer who reports to the Director
Location	Logan County

F3. Illinois Department of Corrections – proposed exemption

Position Number	40070-29-88-302-00-01
Functional Title	Assistant Warden of Reception & Classification / Behavioral Health-Logan Correctional Center
Incumbent	Vacant
Supervisor	Warden who reports to the Southern Deputy Director who reports to the Chief of Operations, who reports to the Public Safety Officer who reports to the Director
Location	Logan County

F4. Illinois Department of Corrections – proposed exemption

Position Number	40070-29-89-400-00-01
Functional Title	Assistant Warden of Elgin Treatment Center (satellite facility of Joliet Treatment center)
Incumbent	Vacant
Supervisor	Warden who reports to the Northern Deputy Director who reports to the Chief of Operations, who reports to the Public Safety Officer who reports to the Director
Location	Kane County



F5. Illinois Department of Corrections – proposed exemption

Position Number	40070-29-62-400-00-01
Functional Title	Assistant Warden of Murphysboro Re-Entry Center / DuQuoin Impact Incarceration Program (IIP)
Incumbent	Vacant
Supervisor	Warden who reports to the Southern Deputy Director who reports to the Chief of Operations, who reports to the Public Safety Officer who reports to the Director
Location	Jackson County

CMS Recommendation: “These positions do meet the reporting criteria of the Commission Rules and considering the similarities of these requested positions with those of other 4d(3) exempt positions, I recommend 4d(3) exemptions.”

G. Illinois Department of Labor & Illinois Workers’ Compensation Commission – proposed exemption

Position Number	40070-15-00-000-00-04
Functional Title	Media Administrator
Incumbent	Vacant
Supervisor	Director, Department of Labor
Location	Cook County

CMS Recommendation: “This position does meet the reporting criteria of the Commission Rules and considering the similarities of this requested position with those of other 4d(3) exempt positions, I recommend 4d(3) exemption.”

WILL THE COMMISSION GRANT THE REQUEST FOR EXEMPTION FROM JURISDICTION B OF THE PERSONNEL CODE FOR THE FOLLOWING POSITIONS?

- C: Chief Transition Officer (Lottery)**
- D: Deputy Director, Office of Minority Economic Empowerment (DCEO)**
- E: Chief Disclosure Officer (DOR)**
- F1: Assistant Warden of Life Skills Re-Entry Community Program-Logan Correctional Center (DOC)**
- F2: Assistant Warden of Program Impact-Logan Correctional Center (DOC)**
- F3: Assistant Warden of Reception & Classification/Behavioral Health-Logan Correctional Center (DOC)**
- F4: Assistant Warden of Elgin Treatment Center (DOC)**
- F5: Assistant Warden of Murphysboro Re-Entry Center/ DuQuoin Impact Incarceration Program (DOC)**
- G: Media Administrator (DOL & WCC)**



VI. CLASS SPECIFICATIONS

A. Governing Rule – Section 1.45 Classification Plan

The Commission will review the class specifications requiring Commission approval under the Classification Plan and will approve those that meet the requirements of the Personnel Code and Personnel Rules and conform to the following accepted principles of position classification:

- a) The specifications are descriptive of the work being done or that will be done;
- b) Identifiable differentials are set forth among classes that are sufficiently significant to permit the assignment of individual positions to the appropriate class;
- c) Reasonable career promotional opportunities are provided;
- d) The specifications provide a reasonable and valid basis for selection screening by merit examinations;
- e) All requirements of the positions are consistent with classes similar in difficulty, complexity and nature of work.

The following class titles were submitted for creation by the Director of the Illinois Department of Central Management Services (CMS):

B. Retirement Benefits Representative Trainee
Retirement Benefits Representative
Retirement Benefits Representative Supervisor

CMS Classification Analysis: “The State Retirement Systems (SRS) has expressed a need to the Department of Central Management Services (DCMS), Technical Services Division, to develop a new class which would address and clearly define the requirements and unique work roles for positions in their newly developed pension benefits call center. These positions will be required to handle a large volume of telephone inquiries, requests and complaints in an active call center work environment from the SRS's members, annuitants, survivors and various other interested parties. In order to appropriately address the work roles for this section within the SRS, a new class series has been created to accommodate the different levels of skills required to adequately respond to a variety of situations that could arise in this type of work environment. Since these have been proposed as new titles, the DCMS Technical Services Class Studies Unit has conducted research within the State of Illinois' classification plan to make comparisons with other classes to determine specific requirements and compensation levels. A review of the official job functions to be utilized at each level of this series revealed that this type of work is unique to SRS and warrants the creation of a new class series with different skill levels required to build and enhance the incumbent's learning potential and aid in obtaining a functioning and efficient call center.”



WILL THE COMMISSION APPROVE THE CREATION OF THE FOLLOWING CLASS TITLES TO BE EFFECTIVE ON JANUARY 1, 2017?

- B. Retirement Benefits Representative Trainee**
 - Retirement Benefits Representative**
 - Retirement Benefits Representative Supervisor**

WILL THE COMMISSION DISAPPROVE ANY CLASS SPECIFICATIONS RECEIVED BY THE COMMISSION STAFF BUT NOT INCLUDED IN THIS AGENDA TO ALLOW ADEQUATE STUDY?

VII. PERSONNEL RULES

A. Civil Service Commission Governing Rule – Section 1.310 Personnel Rules

The Commission has power to disapprove new rules or amendments to existing rules submitted by the Director of Central Management Services. Such proposed new rules or amendments of existing rules submitted to the Commission shall be accompanied by a report of proceedings attending the prior public hearing required by law with respect to them. If the Commission does not disapprove new rules or any amendment to existing rules within 30 days following the receipt from the Director of Central Management Services, the new rules or amendments have the force and effect of law after filing by the Director with the Secretary of State.

B. None submitted

WILL THE COMMISSION DISAPPROVE ANY AMENDMENTS TO PERSONNEL RULES RECEIVED BY THE COMMISSION STAFF BUT NOT INCLUDED IN THIS AGENDA TO ALLOW ADEQUATE STUDY?

VIII. MOTION TO CLOSE A PORTION OF THE MEETING

PURSUANT TO SUBSECTIONS 2(c)(1), 2(c)(4), AND 2(c)(11) OF THE OPEN MEETINGS ACT, WILL THE COMMISSION CLOSE A PORTION OF THE MEETING TO CONSIDER APPEALS FILED WITH THE COMMISSION, LITIGATION, AND/OR SPECIFIED EMPLOYMENT MATTERS?



IX. RECONVENE THE REGULAR OPEN MEETING

X. NON-MERIT APPOINTMENT REPORT

The Personnel Code permits non-merit appointments for a limited period of time, i.e., emergency appointments shall not exceed 60 days and shall not be renewed, and positions shall not be filled on a temporary or provisional basis for more than six months out of any twelve-month period. Consecutive non-merit appointments are not violative of the Code; however, they do present a possible evasion of merit principles and should be monitored. Set forth below is the number of consecutive non-merit appointments made by each department. These statistics are from the Department of Central Management Services' Consecutive Non-Merit Appointment Reports.

Agency	10/31/16	11/30/16	11/30/15
Agriculture	3	0	0
Arts Council	0	0	1
Central Management Services	2	0	2
Children and Family Services	1	0	0
Employment Security	1	0	0
Gaming Board	1	1	0
Guardianship and Advocacy Comm.	2	1	0
Healthcare and Family Services	1	1	2
Historic Preservation Agency	2	0	0
Human Services	13	9	12
Insurance	1	1	0
Juvenile Justice	0	0	1
Natural Resources	14	7	13
Revenue	0	0	2
State Fire Marshal	1	1	0
State Retirement Systems	0	0	1
Transportation	10	2	0
Workers' Compensation Commission	1	1	1
Totals	53	24	35

XI. PUBLICLY ANNOUNCED DECISIONS RESULTING FROM APPEALS

DA-10-16

Employee	Chelsey A. O'Connor	Appeal Date	08/27/15
Agency	Human Services	Decision Date	12/02/16
Appeal Type	Discharge	Proposal for Decision	Discharge upheld.
ALJ	Andrew Barris		



DOES THE COMMISSION AFFIRM AND ADOPT THE PROPOSAL FOR DECISION IN THE ABOVE MATTER?

DA-47-16

Employee	Eric T. Gmelich	Appeal Date	04/27/16
Agency	Corrections	Decision Date	11/29/16
Appeal Type	Discharge	Proposal for Decision	Discharge upheld.
ALJ	Andrew Barris		

DOES THE COMMISSION AFFIRM AND ADOPT THE PROPOSAL FOR DECISION IN THE ABOVE MATTER?

DA-51-16

Employee	McMuly Suarez	Appeal Date	05/06/16
Agency	Human Services	Decision Date	12/01/16
Appeal Type	Discharge	Proposal for Decision	15-day suspension plus duration of suspension pending discharge.
ALJ	Daniel Stralka		

DOES THE COMMISSION AFFIRM AND ADOPT THE PROPOSAL FOR DECISION IN THE ABOVE MATTER?

DA-4-17

Employee	Andrea Turrubiarres	Appeal Date	07/14/16
Agency	Human Services	Decision Date	11/30/16
Appeal Type	Discharge	Proposal for Decision	Discharge upheld.
ALJ	Andrew Barris		

DOES THE COMMISSION AFFIRM AND ADOPT THE PROPOSAL FOR DECISION IN THE ABOVE MATTER?

S-42-16

Employee	Carla G. Zunke	Appeal Date	04/08/16
Agency	Human Services	Decision Date	12/01/16
Appeal Type	Suspension	Proposal for Decision	27-day suspension reduced to 7-day suspension.
ALJ	Andrew Barris		

DOES THE COMMISSION AFFIRM AND ADOPT THE PROPOSAL FOR DECISION IN THE ABOVE MATTER?



December 16, 2016

XII. REVIEW OF CLOSED MEETING MINUTES PURSUANT TO OPEN MEETINGS ACT

AFTER REVIEW OF THE CLOSED MEETING MINUTES PURSUANT TO THE OPEN MEETINGS ACT, WILL THE COMMISSION AGREE THAT THE NEED FOR CONFIDENTIALITY STILL EXISTS?

XIII. STAFF REPORT

XIV. ANNOUNCEMENT OF NEXT REGULAR OPEN MEETING

The next regular open meeting is to be held at 11:00 a.m. on Friday, January 20, 2017 at the Commission's Chicago office.

XV. MOTION TO ADJOURN

